THE BRIDGEND VALLEYS RAILWAY COMPANY LTD



**EXECUTIVE SUMMARY**

The Garw Valley Railway is the trading name for the Bridgend Valleys Railway Company Ltd. The Company Registration Number is 02897214 and, as a Charity, has the registration Number 1113983.

The registered office address is Pontycymer Locomotive Works, Old Station Yard, Pontycymer, Bridgend, CF32 8AZ.

The abbreviation **BVRC** shall be used throughout this document to refer to the company.

The GARW VALLEY RAILWAY is referred to as Bridgend Valleys Railway Company Ltd where the company and/or its Directors/Trustees have a responsibility to the Safety Management System of the railway.

This document sets out the Safety Management System required to operate the Company and describes the management structure, the working procedures, the operating processes, and the overall management of risks to ensure a safe working environment in accordance with current legislation and Railway Inspectorate requirements as required by the Railway and Other Guided Systems (Safety) Regulations 2006 (termed

ROGS 2006 in this document)

(Version 7 – May 2013)

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Policies and / or operational instructions for Risk Assessments, Level Crossings, Complaints, Discipline, Fatigue, are now held as separate documents. Elements contained in this document only relate to those activities and operational aspects CURRENTLY active within the company. Additional elements required once the railway commences operations will be included as required.

The BVRC Rule Book is published as a separate document.

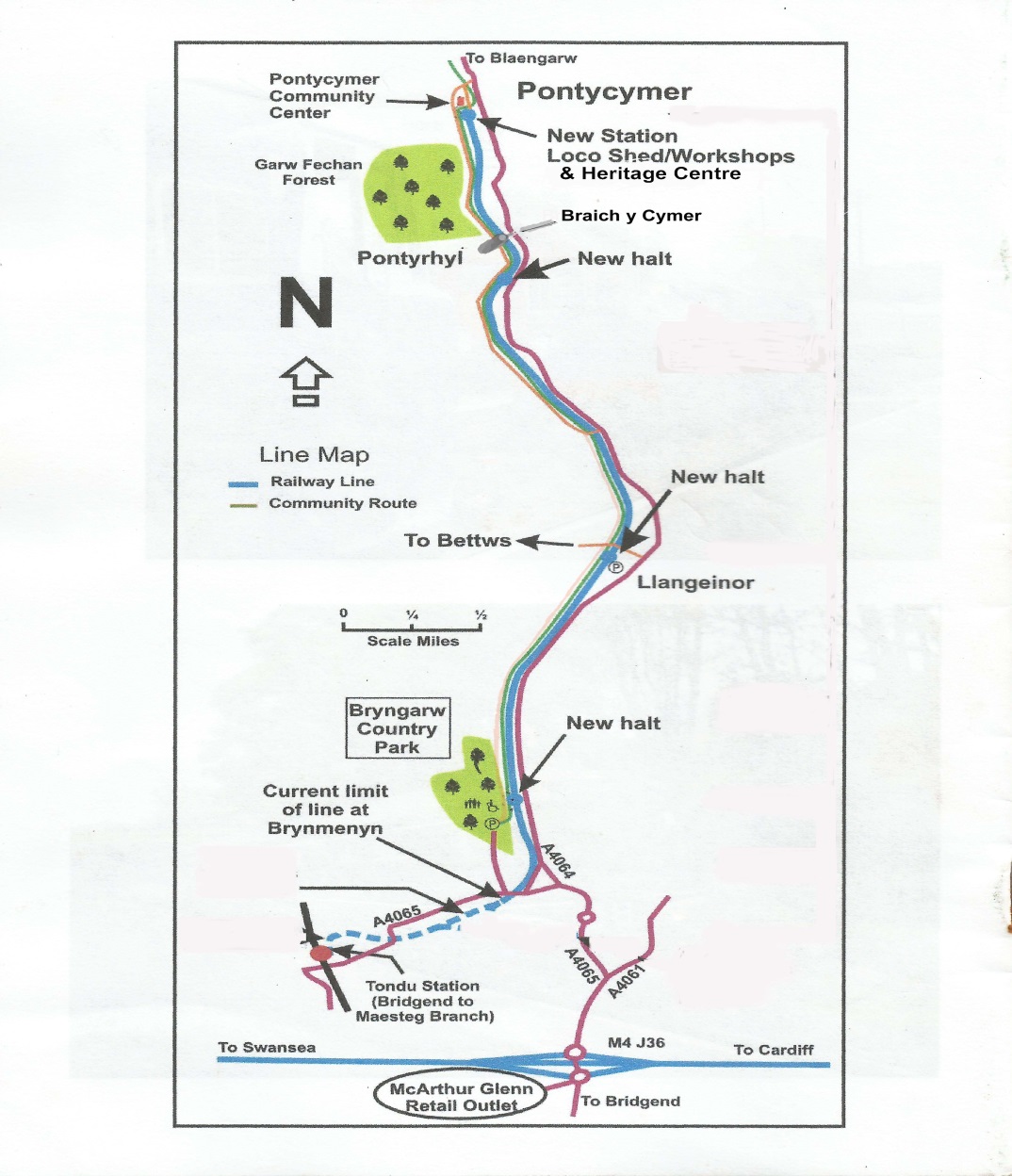
(Each page of this document carries a Version number and a month of issue).

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1. **Description**

1.1 The railway is of standard gauge and authorised under a Transport & Works Order No: 1295(W.76) to operate at a running speed not exceeding 15mph with an axle load not exceeding 20 tonnes. The route, which is 4-miles 56-chains long, runs between Pontycymer and a ‘Stop Board’ at Brynmenyn Bridge, Brynmenyn O.S. Ref: SS906848 (See Map ‘current limit of line at Brynmenyn – main road ref; A4064)

* 1. The nature of operation is primarily to return the existing freight line to an operating standard that complies with current legislation in order to run, initially, a diesel operated single line passenger facility between Pontycymer and Brynmenyn.



(Version 7 – May 2013)

**2**. **SAFETY POLICY**

**SAFETY IS THE RESPONSIBILITY OF EVERY PERSON INVOLVED WITH THE COMPANY**

2.1 This safety policy sets out the method of achieving safety in the Company’s operations and the necessary control measures that are in place.

2.2. *Employer Responsibilities.* Bridgend Valleys Railway Ltd is committed to safe operation in all its activities both in respect of its own employees and members of other companies and the general public. The Company seeks to conduct its activities in such a way as to ensure so far as is reasonably practicable that it’s premises, plant and equipment are safe and free from adverse risks to health

2.3. *Employee Responsibilities.* Every member of staff either paid or unpaid or working as a volunteer has a duty to take every reasonable care for the health & safety of themselves and any other person or organisation who may be affected by their acts or omissions and to co-operate with the Company’s managers in any duty or requirement imposed by the relevant statutory provisions.

2.4 The objectives of the health & safety policy are to:

* Provide, maintain and promote a healthy and safe workplace in compliance with the Health and Safety at Work Act 1974, its statutory provisions and subsequent amendments, the Railway Safety Directive and all other statutory duties placed upon the Company. (Sections 2 & 3).
* Provide and ensure such effective communication, information, instruction and training in health and safety matters as is necessary to ensure as far as is reasonably practicable the health and safety at work of Company staff and members of other organisations and the general public. (Sections 6, 14, and 16 )
* Develop greater safety awareness among staff including the need for individual responsibility for health and safety. (Section 6)
* Consult with staff both paid and unpaid employees and volunteers. (Section 14)
* Monitor, review and seek to improve this policy as necessary. (Sections 16)
  1. The outline of the Company’s means of implementing the policy can be found in the diagram on the following page and in the various appendices. The practical details of the Company’s means of implementing the policy can be found in the BVRC Rule Book, the Risk Assessments and Work Instructions listed separately.

(Version 7 – May 2013)

**HEALTH & SAFETY MANAGEMENT**

**POLICY**

**(Policies formulated by BVRC Board)**

**(Section 2)**

**ORGANISING**

**(Sections 4 & 5)**

**PLANNING & IMPLEMENTATION**

**(Sections 7 & 8)**

**Audit**

**Section 16**

**MEASURING PERFORMANCE**

**(Section 16)**

**REVIEWING PERFORMANCE**

**(Section16)**

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This Safety Management System shall be audited at least annually by the Director responsible for Health and Safety. Any amendments required shall be approved by the Board and the amendments issued within 1 month of their approval date.

* 1. The BVRC shall ensure that this Safety Management System is capable of reacting to the requirements for the safety of other public bodies and particularly the emergency services – Fire, Police and Ambulance – and to agree with these services any plans for action, alerts or information that they may require.
  2. The BVRC shall maintain both Accident Reporting and Incident Reporting systems. This will require all accidents / Incidents, near misses and dangerous occurrences to be recorded and investigated by a competent person and reviewed by the Board at every Board meeting. Plans to be implemented to avoid recurrence and / or review the Risk Assessment to minimise the event reoccurring. The person supervising any operation shall be responsible for entering details of an accident / incident in the correct book provided for the purpose. These books shall be kept at the Train Shed at Pontycymer

2.8 The terms of the Lease held by the Bridgend Valleys Railway Company include the responsibilities for management of the adjacent Community Route which parallels the railway line. This Route is a Permissive Path, not a public right of way, and is signed accordingly. The practical management also involves local organisations, but safety aspects are controlled by the Bridgend Valleys Railway within the limitations of the requirement of a Permissive Path - i.e. designated Users use it at their own risk.

C.M.G.Adams– Chairman

(Version 8 - March 2016)

**ENVIRONMENTAL POLICY**

3.1 The Bridgend Valleys Railway Company will plan its activities to take account of the effect on the environment and community of its operations for both staff and neighbours. For the purpose of this Safety Management System, the key environmental issues are:

Management and disposal of substances potentially hazardous to health; (see 3.2)

Management and disposal of other substances which may adversely affect the environment, but which are not hazardous to health; (see 3.3)

Noise, (see 3.5)

Weather effects; (see 3.7)

Vegetation control; (see 3.8)

Recycling Policy; (see 3.9)

Development of Carbon Neutral practices where practicable. (see 3.10

Minimising disturbance to the public, wildlife and line-side fauna. (see 3.11)

3.2 Handling substances hazardous to health are dealt with in accordance with the Control of Substances Hazardous to Health (COSHH) regulations. Storage spaces are appropriately signed and the staff is issued with the appropriate protective clothing when called on to handle hazardous substances. Disposal of these substances are in accordance with the regulation and through a licensed contractor when required.

3.3 There is a company policy document explaining how spillages should be dealt with if they occur,. While line-side vegetation is burned on site, sleepers are no longer burnt but used for other purposes or removed from site.

3.4 Diseased trees and invasive species (Knotweed and Balsam) are disposed of by burning on site under controlled conditions. It is illegal to carry diseased wood off site.

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3.4 Ear protection is provided to all staff working on the railway especially where noise levels are greatest.

Examples: Working in the engine shed i.e. working on the engine compartment of diesel locomotives or using rail saws, kango hammers, angle grinders or similar tools.

3.6 Train toilets are not fitted on any stock.

3.7 Severe weather conditions can lead to localised flooding and structural damage. These risks are minimised by routine patrolling, maintenance of ditches and culverts and planned maintenance of structures. Flooding can also occur as a result of poor maintenance of drainage channels on neighbouring properties, and this also requires monitoring. Where required, additional protection measures have been put in place to further prevent risks

3.8 Vegetation control has been effectively employed on the railway to maintain good visibility for the train crew, and to protect the earthworks and track from possible vegetation damage. Line-side vegetation is continuously managed by a volunteer gang wearing the necessary high visibility protective clothing. On-track vegetation is monitored and controlled by organising visits by an approved weed killing team in the appropriate season. Environmental legislation designed to protect wildlife has restricted removal of trees or scrub during the Spring nesting season so the necessary work will to be confined to the autumn and winter period.and to any work involving streams during the Autumn spawning season. Damages due to current tree diseases may require trees to be removed out of the usual season for safety reasons.

3.9 Recycling, The Company shall implement a recycling policy to reduce waste to local landfill sites all glass, steel & aluminium can, plastic, cardboard and newspaper will be stored in appropriate recycling bins for collection by approved waste collection companies.

3.10. The Company shall endeavour to develop Carbon Neutral policies wherever practicable. Energy and water supplies shall be utilised to minimise waste use.

3.11 Line-side flora and fauna shall be protected from disturbance wherever possible and noise pollution will be kept to the minimum consistent with safe operation of the railway. Public concerns over noise problems will be noted and complaints will be dealt with by the appropriate Complaints Procedure.

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**4 ORGANISATION (As of March 2016)**

4.1 The Directors of the Company and their responsibilities are as follows:-

Mr Barrie Ball - Engineering Director

Mr Andrew Bowdler - Finance Director & Treasurer

Mr Michael Fox - Vice Chairman & Practical Infrastructure management

Mr Robert Hawksworth - Membership Director

Mr Gordon Lines - Retail and Marketing

Mr Stephen Pearce - Education

Mr Peter Swinbank - Publicity Director

Mr Colin Williams - Project & Planning oversight Director

The post of elected Chairperson is currently vacant.

4.2 Directors’ Responsibilities:

CHAIRMAN: To oversee and manage the conduct of, and direct the strategic decisions made by, the Board of Trustees. To ensure Board actions and decisions are valid and financially legal in accordance with the Company’s Articles of Association, current Companies House legislation and HMRI criteria. To act as Responsible Person in charge of practical operational management activities where relevant. To advise the Board of all matters relating to safety.

VICE-CHAIRMAN: To understudy the Chairman and act upon their behalf when he/she is absent.

To be responsible to the Chairman for infrastructure management of the railway in relation to lands, buildings, access, boundaries, track, legal claims, and matters concerning the Head lease documents and rolling stock operations external to the Shed (when developed). Also to act as Responsible Person in charge of practical operational management activities where relevant and be a key holder to the premises. This role is not responsible for mechanical plant or machinery maintenance.

FINANCE DIRECTOR: To be responsible to the Chairman for monitoring and actioning all financial transactions as approved by the Board and/or required by HMRC; to maintain records of income and expenditure, monitor bank statements, ensure proper liaison with appointed Accountants, ensure all issued cheques carry dual signatures, and provide a monthly statement of the Company’s financial assets to the Board. Also to act as Responsible Person in charge of practical operational management activities where relevant.

ENGINEERING DIRECTOR To be responsible to the Chairman for practical management, oversight, modifications to and maintenance of all mechanical and electrical plant within the railway’s ownership within the Shed complex, including safe mechanical and electrical status of railway rolling stock and tools or machinery and the safe and operational capability of such stock in accordance with either manufacturer’s instructions or railway safety procedures. The stock and plant to include any hired-in or loaned items from external sources.

Also to act as Responsible Person in charge of practical operational management activities where relevant.

(Version 12 –March 2016)

MEMBERSHIP DIRECTOR: To be responsible to the Chairman for maintaining membership records, communicating with members, dissemination of marketing information to volunteers, collection of membership fees upon behalf of the Finance Director, and reporting membership matters to the Board at monthly intervals. This role is not required to act as Responsible Person in charge of practical (railway) operational management activities.

MEDIA DIRECTOR To be responsible to the Chairman for the development, and management of social media accounts; production of Newsletters to volunteers and other interested parties; to create advertising methods, brochures and relevant publicity in the local press outlets and the wider Heritage Railway media. This role is not required to act as Responsible Person in charge of practical (railway) operational management activities.

PROJECT DEVELOPMENT AND PLANNING OVERSIGHT DIRECTOR:

To be responsible to the Chairman for obtaining, monitoring and supervision of all planning applications that affect the Company; for oversight of building projects and general construction advice. Preparation of drawings relating to planning applications and control of building budgets, materials and external contractor contracts where relevant. This Director is not required to act as Responsible Person in charge of practical (railway) operational management activities.

EDUCATION:

To be responsible to the Chairman for production of education information generally, liaison with schools and elements of guidance to the plant, archives and historical information related to the railway. This Director is not required to act as Responsible Person for operational matters.

RETAIL

To be responsible to the Chairman for the preparation, production, presentation and retailing of items of memorabilia which will enhance the image of the Company and provide a source of income. This Director is not required to act as Responsible Person for operational matters.

Version 12 – Feb 2016

4.3 CONDUCT OF DIRECTORS, BOARD MEMBERS AND OR TRUSTEES

4.3.1 Each Board member, which includes both elected and co-opted Directors or Trustees, shall maintain the element of corporate responsibility in relation to Board decisions and their conduct.

The corporate responsibility means that elements of confidentiality, Board discussions, Board decisions and external and allied negotiations require all Board members to observe a common approach to minimise any risks of Company business being misinterpreted, liable to misinformation or deliberately publicised out of context in such a way as to bring the Company in to disrepute or disadvantage the charitable aims.

4,3,2 Formal Representation of the Company by individual Board members shall require the sanction of the Board in advance. If a Board member is unable to obtain prior approval from the Board

they shall only attend an event as a private person, and not represent the Company

4.3.3. The Chairman shall decide Board responsibilities and delegate where necessary to suit the occasion. The Chairman shall also indicate any matters on the Agenda of Board meetings that must be kept confidential for legal reasons.

4.3.4 Should a Board member have a conflict of interest related to Company affairs at a Board meeting, they shall inform the Board in advance and withdraw from any formal meetings whilst that topic is under discussion.

4.3.5. A conflict of interest arises whereby a Board member may inadvertently or deliberately pass on information to a third party and that party then utilises the information in a manner which may be out of context, or partial, in such a way that the Company's image, decisions or strategic plans could be affected.

This is particularly important in terms of the use of social media and electronic communications where information can be passed on or repeated outside the control of the originator.

As the overall effect could be damaging to the Company's interests, non-declaration of a potential conflict of interest will be a disciplinary matter for the Board to consider.

4.3.6. Where Board discussions relate to matters which could be defined as sensitive to the interests of the Company, or individuals involving disciplinary matters, non Board members shall be excluded from Board meetings and asked to withdraw temporarily. The Chairman has the option of excluding anyone from Board meetings if necessary.

Version 1 – Jan 2016

**5. RISK ASSESSMENTS - POLICY**

5.1 ACTIVITIES - Risk Assessments shall be drawn up for all activities involved in the undertaking of any and all railway operations involving personnel, maintenance, equipment use and provision, contractors, the public and the environment.

5.2 PERSONNEL - All personnel, including any contractors, shall be required to read and understand Risk Assessments of the railway before they undertake any task on the railway. In the case of contractors they shall be required, as part of any contract, to provide a copy of written risk assessments to the BVRC before any work is undertaken.

5.3 WHERE PUBLISHED - Risk Assessments shall be provided as an Appendix to this document and shall be published in written format and filed in the Company’s workplaces as required.

5.4 AUDITING - Risk Assessments shall be audited at 6 monthly intervals, or when there is any significant change to an operating practice or procedure, or when there is an Incident or Accident, and reviewed at intervals to be determined by the Board.

5.5 AUDITORS - The auditing shall be undertaken by a competent person who has been trained in auditing techniques.

5.6 TRAINING - Risk Assessments training shall be undertaken by all managers and employees before they are deemed competent to undertake any task. This training to be undertaken by the competent

person in charge of any operation. Persons deemed competent to undertake Risk Assessment Training shall be initially trained by a competent person nominated by the Board.

5.7 RESPONSIBILITIES - The BVRC General Safety Rule Book shall contain a signature page, which all employees **must** sign as having been trained in any operation which they are required to undertake. All BVRC staff shall be issued with a personal and a current copy of the BVRC Safety Rule Book prior to being permitted to work on the railway. A record of all current Risk Assessments shall be maintained by the Director responsible for Health and Safety

5.8 PERIOD OF RE-EXAMINATIONS - All employees shall be expected to be examined every three years upon their knowledge of the Rule Book including personal track safety and to attend mutual improvement training sessions organised by the company. Staff supervising other staff in any operation shall be required to ensure that those supervised have been correctly trained BEFORE the operation commences.

5.9 CONSTRAINTS UPON SINGLE HANDED WORKING - Lone working will **not** be permitted without the express approval of the Responsible Person, or his deputised member of staff. These shall only be approved for minor operations **NOT involving movement of stock, working on rolling stock, use of mechanical plant, road rail excavator, use of power tools, locomotive operation of any nature, use of contractors’ plant and staging work exceeding 2 metres above the ground level**

5.10 MEDICAL FITNESS – Once the railway is approved for passenger operations, an external Medical examiner shall be appointed and shall examine all employees upon their commencement of work and thereafter every 3 years. All personnel must prove to the Company’s satisfaction that they are medically fit to work on the railway.

5.11 NON-BVRC GROUPS - Any occasion that volunteer groups **OTHER** than BVRC staff members are permitted to undertake work on the railway, they will be accompanied by a competent member of the BVRC staff. Such groups shall provide written confirmation of relevant Risk Assessment Training to the work they are undertaking.

*Note*: A Risk Assessment may be provided by the external Volunteer Group or contractor but shall be evaluated and approved by a competent member of the BVRC staff before any work commences.

(Version 8 – Feb 2014)

5.12 DISABILITY CONSTRAINTS - Any person wishing to work on the railway, who has a disability that inhibits their sight, hearing, physical movement or limits their speech, shall be accompanied by a competent person who is not suffering from a disability. The BVRC does not discriminate against

persons with any disability but the factors involved in railway safety critical operations require specific measures to minimise risk to such persons. The BVRC may, without prejudice, decline to

permit persons considered unable to respond to emergency instructions from any operation on the railway or to limit their access to defined safe areas.

5.13 POLLUTION RISKS - The BVRC is aware of the fact that the railway route borders a river and shall make every effort to minimise all risks of pollution through drainage or run-off by means of provision of Risk Assessments and controlled operating procedures.

5.14 LIMITED CLEARANCE RISKS - In certain parts of the route of the railway there are limited clearances between the public paths and the line. The BVRC shall ensure that due care is exercised by train crews and working parties when operating in these areas. Level crossings are a particular case and there is a separate section within this document relating to dangers at such crossings.

5.15 **RISK ASSESSMENTS - APPLICATION**

5.15.1 **Introduction**

Most of the catastrophic risks associated with operating a railway are risks to be mitigated by an active and constant programme of prevention covering all employees involved in the operation of trains and set out in detail in a suite of documents that form part of the training of safety critical staff and a current knowledge of the relevant sections, which are clearly indicated, is a requirement for them.

These Garw Valley Railway documents are controlled copies and are:

* The Rule Book
* Regulations for Train Signalling on Single Lines by the Absolute Block Systems with Train Staff and Ticket working.(When the railway is operating trains)
* Operating Notices.(When the railway is operating trains)

In particular, these publications are designed to prevent train collisions to restrict the presence of two trains in one section at any one time to ensure the safety of passengers and staff and of road users at level crossings, the proper operation of safety equipment and a clear understanding between operating staff.

Details of catastrophic risks and mitigation measures in place are shown below.

The Company undertakes risk assessments when planning new projects or activities and when reviewing established activities.

A review of an established activity may take place:

* If identified as an issue following an inspection or safety audit;
* As part of a routine review;
* If there is a concern that over-familiarity or complacency with a frequently undertaken task may be leading to an increase in risk;
* Following an accident, incident or near miss.

5.16.2 **Procedure**

The process for assessing risks is not rigidly specified, and a variety of methods are employed dependent upon:

* The nature and complexity of the task or project;
* Involvement of third parties, e.g. work undertaken by contractors;
* Specialist knowledge, qualifications or experience of the task or Project Manager.

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As risk assessments are reviewed, they will be rewritten where practicable, into the consistent format and style used in the Bridgend Valleys Railway Company’s risk register. (See Appendix for a copy of the Risk Assessment format).

The company provides clear guidance in:

Risk Rating see 5.16.3

Level Crossing Assessments see Appendix

Work Site Specific Assessments for Permanent Way and other

Trackside Workers see BVRC Rule Book

All risk assessments must lead to clearly defined Control Measures, which are made

readily accessible to affected persons.

5.16.3 **Risk Rating**

A risk rating has been determined for many of the principal tasks undertaken by the Company. The process of determining Risk Rating is intended to give guidance on whether a risk is HIGH, MEDIUM or LOW’, noting that any Hazard is a ‘source of creating potential Harm’.

A **HIGH** risk is one which is likely to:-

Cause death or life threatening injury,

Cause injuries which could affect a person’s livelihood.

Cause irreparable damage to plant or equipment rendering it unusable.

Cause severe environmental pollution beyond the localized area.

A **MEDIUM r**isk is one which is likely to:-

Cause serious injury requiring hospitalisation but is unlikely to be life-threatening,

Cause a person to be off work

Cause damage to plant or equipment which requires significant repair effort or cost but does not render the item unusable once repaired,

Causes pollution which can be limited to, and controlled within, the immediate localised area only.

A **LOW** risk is one which is likely to:-

Cause minor cuts or bruising only requiring local First Aid treatment,

Causes insignificant damage to plant or equipment which can be repaired on site,

Have no pollution risk.

This format has been adopted for the BVRC to encourage use and appreciation of the need for realistic Risk appraisal. More complex methods of calculating risk ratings are considered to be less practical at this stage of the railway’s development.

15.16.4 **Production, Circulation and Records**

Risk assessments and the associated control measures are prepared and kept in the Train Shed file. Responsible Persons are expected to consult with their staff and with any other affected Head of Department as appropriate when preparing risk assessments. They are expected to ensure that Assessments are made accessible to their staff and are used to inform the content of training and instruction programmes and courses.

Copies of principal or ongoing task Assessments are included in the Company’s Risk Assessment Register.

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5.16.6 **Types of Crossing**

In its four miles and fifty six chains of line, the Garw Valley Railway has a total of eight crossings, two road over bridges and five river under bridges. These crossings are listed in the ‘up’ direction (Towards Pontycymer)

|  |  |  |  |
| --- | --- | --- | --- |
| Distance | Identification | Type of Crossing | Ordnance Survey Reference |
| 0:13 | Ty Draw Private Level Crossing | User Worked Gates |  |
| 0:26 | Prosser Private Level Crossing | User Worked Gates |  |
| 0:51 | Bryngarw Private Level Crossing | User Worked Gates |  |
| 1:33 | Pandy Bridge | Over Bridge | SS908868 |
| 1:57 | Morgans Private Level Crossing  (Oakdale Cottage) | User Worked Gates |  |
| 1:60 | Bettws Llantwit | River Under Bridge | SS911872 |
| 2:03 | Llangeinor Public Road Level Crossing | Automatic Crossing |  |
| 2:26.25 | Ffynnon Dwn Bridge | River Under Bridge | SS914881 |
| 2:53 | Chapel Bridge (Tylagwyn) | Over Bridge | SS912887 |
| 3:12 | Pontyrhyl Bridge | River Under Bridge | SS905893 |
|  | Station Row Footpath Crossing | User Worked gates |  |
| 3:24.5 | Lluest | River Under Bridge | SS905894 |
| 3:37 | Beach Road Private Level Crossing  (Pont yr Hyl) | User Worked Gates |  |
| 3:38.5 | West Rhondda Bridge | River Under Bridge | SS905897 |
| 3:74 | Braich y Cymer Footpath Crossing | User Worked Gates |  |

(Version 8 – Feb 2014)

5.16.7 **Level Crossing Safety Procedures** (Separate Appendix to follow)

5.16.8 **Permanent Way and Other Trackside Workers**

Work-Site Assessment

When the location involved with the move to a new work site is known and the nature of the task required is also known, even if that Site has been worked at previously, it is to be surveyed before work commences with a view to assessing:

* Are trains running or could they be running?
* Who will be ‘Person in charge of works’?
* Will it be necessary to deploy Whistle Boards to protect the Work Site?
* Is a Lookout or a Flagman (or both) required?
* Is it advisable to use radio equipment?
* Is the work required within the capabilities of the manpower which will be allocated to the task and do we have all necessary equipment available?
* Is a suitable power supply available or will we need to use our own generator?
* First Aid. Is there a First Aider at or near the Work Site?
* Where is the nearest hospital?
* If the site is not part of the Bridgend Valleys Railway Company, have the necessary permissions and clearances been obtained and approved?
* What safety equipment is necessary? (Safety harness, hard hats, ear and eye protection, high visibility clothes, etc.)

The Responsible Person shall hold a daily Staff Safety Briefing, which is used to reinforce the safety issues of the tasks on which they are about to be engaged in order to ensure that the risk assessment and control measures are comprehensively address

5.16.9 **Catastrophic Risks**

Apart from those risks listed above, a number of catastrophic risks have been identified, inherent in the operation of most railway systems. These are listed below, together with the measures in hand to mitigate these risks.

Derailments

*Due to track conditions –* this risk is very small as the line and level of the track is checked regularly by competent staff (the line will be patrolled weekly while services are operating and prior to use after a period without train services). Protection of the line, if it were to become unsafe or where track maintenance is required, is carried out in accordance with the procedures set out in Section X X of the Rule Book (to be developed once trains are operating).

*Due to rolling stock -* The condition of the diesel locomotive and diesel multiple unit (DMU) is checked daily prior to use, as part of the preparation by the driver, and the condition of wagons and brake van are similarly checked by the guard prior to the first trip of the day. This inspection includes a visual check of wheels, springs and brake blocks as well as the level of oil in axle boxes where roller bearings are not used.

Any rough riding or other potential problems would be reported by train crew to the Responsible Officer at Pontycymer, who would call out relevant qualified staff to inspect the line or suspected defective rolling stock as appropriate. A log book is kept in the DMU driving cab and Shark brake van for the guard to record defects and the action taken.

In the event of a derailment, the damage and risk of injury would be limited as a result of the 15mph (fifteen miles per hour) line speed, the vigilance of train crew and the vacuum brake which would operate if the connection between vehicles was broken.

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Landslip

Here, the risk is mitigated by the regular patrolling and train crew reporting methods described above. Similarly, the low line speed would enable any train to be stopped quickly once the driver became aware of an obstruction. where a known problem develops, a regular watch is kept on that section of line with additional visual inspections and the use of tell-tales as required.

Fires on trains and at stations.

*Trains* - In charge of every train is a guard who is trained to be vigilant in observing anything abnormal with the operation of the train and is accessible to passengers and other on-train staff who can report anything amiss such as a fire. Each coach is equipped with a water fire extinguisher, and each brake van is equipped with beaters to extinguish small fires.

All trains have gangway connections, and passengers can move or be moved away from vehicle where a fire exists. If a train were to be stopped between stations because of a fire, it could be evacuated using a ladder carried in the brake van.

*Stations –* details of evacuation procedures and of fire extinguishers or fire buckets are given in the station operating plans.

Passengers falling off platforms as a result of overcrowding.

This risk is limited to the busiest days in high summer or when special events take place, and are risks only at the busiest stations – Pontycymer and Bryngarw Country Halt. Details of dealing with overcrowding and the use of emergency exits are set out in details of dealing with overcrowding and the use of emergency exits is to be set out in the Station Operating Plans. At both stations, a number of staff are on duty at busy periods, both are equipped with public address systems, and positive action is taken to control and prevent overcrowding and to advise passengers to stand back from the platform edge when trains are approaching. Platform edges are white lined to ensure they can be clearly seen. The speed limit approaching each station is 10 mph (ten miles per hour), so that an approaching train could stop quickly if a passenger were to fall onto the line.

5.16.10 ­Community Route precautions

Because the Community Route parallels the railway, elements of risk arising from railway operations can cross to this area. Public use of the Route is permitted for cyclists and walkers only. Buggies and Mobility scooters count as cycles for this purpose, and elements of the Disabled Persons legislation do apply on the Route.

The railway intends to construct fencing between the railway and the Community Route to minimize rail access from persons or animals. Because the railway is non-operational at this time, fencing will be prioritized for bridges and operational areas in the first instance.

(Version 8 – March 2016)

**6. COMPETENCY AND TRAINING**

6.1 **Introduction**

The Company employs **NO** persons who may be engaged in safety critical work. In addition, the Company has up to 30 volunteers who may engage in safety critical work. For the purposes of and in order to comply with the Railways (Safety Critical Work) Regulations 1994 and the Railways (Safety Case) Regulations 1994, the Company does not differentiate between paid employees and unpaid volunteers. All persons employed in safety critical work, whether paid or unpaid, must comply with the safety critical work regulations. In this context the collective term “railway workers” is used

The Bridgend Valleys Railway complies with the following legislation:

* The Health and Safety at Work Act 1974 and amendments.
* The Railway and Other Guided transport Systems (safety) regulations 2006 (ROGS).
* The Railway Safety Act 2005
* The management of Health and Safety (first aid) regulations 1981 and amendments.
* The Fire Regulations 2005 and amendments
* The Railway Safety Commission RSC-G-022
* Railway Safety Standards Board (RSSB)

The Garw Valley railway assesses training needs, establishes competency standards and provides training for staff to meet these standards.

6.2 **Initial Training**

The Company provides all new railway workers with a Basic Induction Course. This course includes:

* Personal Track Safety
* The Company’s Health and Safety Policy and the Introductory (“all workers”) sections of the Rule Book
* The Company’s drugs, alcohol and Equal Opportunities policies
* An introduction to the organisational and departmental structure of the Railway
* Contact arrangements for nominated instructors, supervisors or trainers

Following successful completion of this course, the railway worker is allocated to a department and skill and safety training is the responsibility of the appropriate head of department or supervisor. Such training will take into account the:

* Nature and complexity of the tasks
* Previous relevant experience of the trainee
* The abilities, skills and aptitude of the trainee

If it is felt that the trainee is not likely to achieve a satisfactory level of competence, this is discussed with the trainee at an early stage, and an alternative, more suitable, work offered. Occasionally it is necessary to dispense with the services of persons who are not temperamentally suited to the disciplines, rigours and exacting standards which railway work demands.

6.3 **Organisation**

The following posts provide expertise within the Bridgend Valleys Railway training and maintenance of competence:

* Bridgend Valleys Railway Responsible Person – responsible for management of daily work parties

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* Subject to future development, the BVRS will establish additional training groups for Footplate Training – to monitors and maintains training in all steam and Diesel Footplate grades
* Guards Training – to monitor and maintain training and competence with all Guards and Trainee Guards
* Safety Adviser – arrangements for the training of plant operators

6.4 **Train Operating Grades**

Training for railway operating staff is provided by experienced and practising operators in the appropriate discipline, and supported by documented training courses and training manuals. Examinations in Operating Grades are carried out by independent examiners. Usually senior and experienced train crew leaders; traction and guards who have held comparable posts with other train operating companies are employed.

6.5 **Staff involved in the Maintenance, Inspection and Preparation of Trains**

The Company shall utilise an Engineering person suitably qualified by training and relevant experience to manage the locomotives and rolling stock, the Engineering Director supervises training and is responsible for authorising suitably qualified and competent railway workers to carry out safety critical inspections, repairs and train preparations.

6.6 **Staff involved in the Inspection and Maintenance of the Permanent Way**

The Company shall develop the services of a Civil Engineering Manager (CEM), an engineer qualified by practice and relevant experience to supervise safety critical work of the Railway’s tracks, bridges and buildings. The CEM supervises the training of railway workers employed on civil engineering work and is responsible for authorising suitably qualified and competent workers to carry out safety critical inspections, maintenance, repairs and renewals work.

6.7 **Permit to Work Arrangements**

The Company has identified tasks which are deemed to be safety critical. The following operating grades are subject to formal examinations:

* Shunters
* Diesel drivers, second men
* Passenger guards, goods guards
* Responsible Officers
* Person in charge of line possessions

Less formal arrangements for the accreditation of railway workers involved in safety critical restoration, maintenance and repair work are organised at local level by the Responsible Person.

6.8 **Personal Track Safety**

The Company’s Induction Training includes personal track safety appropriate to the Garw Valley Railway. (Details in the separate BVRC Rule Book)

6.9 **Medical Fitness Issues** (This section to be re-drafted subject to future operating parameters)

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6.10 **In-Service Training**

Training is on-going, usually work-place based with experienced and competent men sharing their skills with others. Additional refresher training for operating grade staff will be organised as

required by the Responsible Person. The Company is relatively small, and workers whose performance is sub-standard are easily identified. Remedial action ranges from a visit, one to one, from an appropriate senior person, instructor or inspector to restricting the activities of the individual giving concern, including in extreme cases, dismissal. Senior operating staff will attend Incident Management Exercises (British Transport Police and Network Rail sponsored) Institution of Railway Operators and Heritage Railway Association training when offered.

Driver training will, initially, be by external trainers. Following approval, volunteers who have gained adequate operating experience will be permitted to train other volunteers internally to a written specification.

Volunteers who have qualified or been trained on plant by other groups, such as the Waterways Recovery Group or other Heritage Railways, will be assessed and their other qualifications accepted if suitable.

6.11 **Records**

The Company maintains records for all its railway workers. These comprise:

* Personal data collected at induction
* Records of all appropriate qualifications obtained
* Details of any misdemeanours or misconduct resulting in disciplinary action

The Company maintains a Register of Competent Persons which identifies staff by grade and dates of examinations, re-examinations and medical examinations this register is revised as required and re-issued annually. (See also Section 16 for safe-keeping of records)

6.12 **Staff Identity Cards**

All Members are issued with a membership identity card. Additional methods of issuing competency ID shall be developed as required for specific functions.

6.13 **Responsibilities and Distribution**

This section sets out the process to ensure that a volunteer undertaking Safety Critical Work positively declares that they have had adequate rest before commencing duty. It applies to volunteer workers who are undertaking safety critical work on the Bridgend Valleys Railway premises or trains.

Volunteers intending to undertake safety critical work on the Bridgend Valleys Railway shall observe adequate rest intervals between periods of work, and in driving to work, and shall certify that these rest intervals, have been observed. The Bridgend Valleys Railway Managers and Supervisors who shall check by random inspection of certification at signing on points that volunteers under their supervision have complied with these code of practices.

6.14 **Definitions**

**Volunteer** – A person who provides his or her services to the Garw Valley railway free of any financial reward and for whom there is no contract of employment in existence between themselves or the Bridgend Valleys Railway Company.

**Rest** – The term ‘ 6 hours’ rest (six hours rest) in this code of practice means sleep or complete relaxation before, during or after sleep. The term ’12 hours’ rest (twelve hours rest) means a period free of work activities which includes a minimum of six hour sleep or complete relaxation before, during or after sleep.

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**Time off after previous employment:**

On each occasion any volunteer who comes to undertake safety critical work on the Bridgend Valleys Railway premises or trains must have twelve hours rest from the conclusion from other employment to commencing safety critical work, rostered or otherwise on the Bridgend Valleys Railway premises or trains.

**Journeys Over Night:**

If the journey commences after 23.00 hours or before 06.00 hours and involves driving a motor vehicle in excess of ‘4 hours’ (four hours) the volunteer must, after arriving at their

lodging/accommodation in the vicinity of the Bridgend Valleys Railway must have ‘6 hours rest’ (six hours rest) prior to commencing any safety critical work on the Bridgend Valleys Railway premises or trains. If however, the motor vehicle journey is less than ‘4 hours’ (four hours) the volunteer may commence duty immediately providing he/she has had ‘6 hours rest’ (six hours rest) before starting the journey.

**Journeys during the day.**

If the journey commences after 06.00 hours and the volunteer has had at least ‘6 hours rest’ (six hours rest) before setting our no extra rest period is needed.

**Certification**

The volunteer will be required to provide written certification of compliance with this code of practice at the time that he/she signs on for duty on the Bridgend Valleys Railway or commences any safety critical work on the Bridgend Valleys Railway premises or trains.

**Checks on Compliance**

The Bridgend Valleys Railway Company managers and supervisors shall carry out random checks that volunteers have complied with this code of practice, so far as is reasonable to do so, and by observing tasks being performed that volunteers having made such certification are fit to carry out safety critical work.

6.15 **Volunteers undertaking Safety Critical work on other than the Bridgend Valleys Railway equipment.**

Where the volunteer is undertaking safety critical work on the Bridgend Valleys Railway premises or equipment not belonging to the Bridgend Valleys Railway Company e.g. repairing or maintaining rolling stock, he/she will also be subject to supervision by the Bridgend Valleys Railway Company managers and supervisors to ensure that there is no breach of statutory requirements regarding inappropriate rest periods and excessive hours. The volunteer will also be required to certify when next signing on duty that he/she is sufficiently rested and is not in breach of statutory requirements.

**Any breaches discovered will be reported immediately to the Responsible Person**.

6.16 **Records**

Volunteer Time Certification records shall be retained for 5 years (five years).

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6.17 **Railway and other Guided Transport Systems (Safety) Regulations 2006; Regulation 25 Fatigue.**

The Garw Valley Railway in common with any other transport organisation is bound by regulations to ensure that persons who can influence safety are fit for duty. The ROGS 2006 regulations make specific requirements to ensure that such persons are not fatigued when reporting for or during duty to a point where safety performance is impaired. The special issues associated with volunteers who may have to travel considerable distances to enjoy working on the railway are recognised and therefore the following is mandatory policy for all volunteers. This will come into force for 1st April 2010.

6.17.1 **Time involved in travelling to work**

If the volunteer is travelling to work on the Garw Valley Railway, and is driving a motor vehicle, an adequate period of rest must be taken before commencing the turn of duty.

6.17.2 **Normal Rostering Arrangements: Safety Critical Staff.**

A turn of duty shall not exceed 12 hours (twelve hours), and should normally be less than 10 hours 45 minutes (ten hours forty five minutes) and there shall normally be a minimum of 12 hours rest (twelve hours rest) between turns of duty. The maximum permitted number of consecutive turns shall be 13 (thirteen) after which two days rest shall be taken.

In an emergency Safety Critical Staff may be requested by their line manager to return in less than 12 hours (twelve hours), but the minimum rest period of 8 hours (eight hours) shall then apply.

6.18 **Definition of Safety Critical Work.**

In relation to a vehicle on a transport system (e.g. a rail vehicle or train)

* Driving
* Dispatching
* Operating points
* Operating level crossings
* Relaying messages concerning safety
* Coupling or uncoupling
* Checking that a vehicle is working properly or is properly loaded
* Installing components
* Maintenance (Unless such activity is subsequently and independently checked by a Safety Critical Worker before bringing into service).

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6.19  **In relation to infrastructure**

* Installing or maintaining any track, bridge, tunnel, structure, earthwork, station or any other part of the operating railway, including depots and sidings, and also any telecommunications, traction power supply, or other systems that could affect the safe operation of the railway, unless such activity is subsequently and independently checked by a Safety Critical Worker before bringing into service.

Installing includes installation, examination, testing or alteration.

Persons who conduct the supervision, assessment or training or Safety Critical Workers in their safety Critical work and those involved in setting up and implementation of safe systems of work (e.g. PICOW (Person in charge of works or lookout) shall be considered to be Safety Critical Workers.

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**7. PRACTICAL MANAGEMENT OF THE OPERATIONAL RAILWAY**

7.1 Normal and Special Events:

For normal and *special* events (such as visiting parties etc) the Responsible Officer shall post a list of the daily operational duties on the Train shed Notice Board. Personnel signing on shall be required to read such notices as part of their ‘signing-on’ requirement.

7.2 The **Responsible Officer** is the person assigned in that role for that day.

The Responsible Officer’s Job Description is as follows:-

**To be in charge of all daily operational tasks**

**To be responsible for assigning staff and volunteers to specific duties.**

**To be responsible for safety in all areas of the railway, including buildings and rolling stock movements, maintenance, and visitors and integrity of the railway’s assets.**

**To appoint properly qualified personnel to any safety critical positions** (Definition of these positions is defined under ‘Competence’ in Section 6 of this document).

**To ensure that all personnel working on the railway are properly signed in at the start of their duties and are aware of the requirements of this Rule Book.**

**To ensure that the Notice Board(s) in the Train Shed are updated and maintained on a daily basis. The Statutory Notices shall be displayed close to the Signing-in Book.**

(Responsibility for the display of the Statutory Notices lies with the Shed Manager)

**To ensure that relevant Public Notice Boards and relevant Warning Notices are properly displayed in all areas where members of the public are likely to be present.**

**To formally brief all working personnel in Local Work Instructions and activities expected or planned for that day.**

**To record in the proper place any incidents or accidents and ensure that all safety procedures are documented and maintained.**

**To be responsible for all formal communications between the Responsible Person and staff or volunteers.**

NB: Staff communications and methods are described in Section 14 of this document.

7.3 **Access - Management of** **Maintenance affecting it**

Where maintenance is likely to

1. Restrict public access
2. Affect the Community Route in any way
3. Interfere with public and vehicle access to level crossings, bridges or adjacent footpaths

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Prior notice shall be actioned by the Responsible Officer to any relevant authorities and provision of additional public warning signs shall be actioned in the relevant areas. No work shall commence until such warnings are erected or permissions obtained from other authorities where relevant. This particularly applies to level crossings at public roads. A record of such notifications and permissions shall be maintained by the Responsible Officer in the Train Shed. Upon completion of any maintenance operation affecting both public and non-public areas, it shall be the duty of the Responsible Officer to ensure that all warning signs or notified restrictions are removed to avoid subsequent confusion. Drivers of trains shall be notified that maintenance is completed, and the route proved clear, by means of Daily Notices in the Train Shed.

7.4 **Audit requirement management**

See Section 16 in this document.

7.5 **Consumption of food and drink on working premises**

Food or drink shall be only be consumed in designated areas that are set aside for the purpose – such as the Messroom and external Portakabin Office. Hand cleaning materials shall be available in these areas. Personnel are not permitted to consume food or drink in driver’s cabs, plant cabs, or in working areas where risk of contamination or unnecessary waste creation is likely to create a problem. If staff require to consume food or drink out along the line they should ensure that they are in a safe area and do not leave any trace of rubbish or food whatsoever.

7.6 **Fire Risk Management**

The BVRC shall ensure that all elements or processes that could give rise to a fire hazard are properly risk assessed and the appropriate measures put in place to minimise such risks.

Fire extinguishing equipment shall be supplied and fitted correctly in buildings and on stock or mechanical plant where appropriate.

There is a risk of causing fires through locomotive operations, illegal smoking by the public, vandalism, and spontaneous combustion of both stored and flora items on the trackside.

Provision shall be made for water supplies and hoses in the Train Shed and on station platforms. Fire Drills shall be held at monthly intervals to ensure all staff and volunteers are aware of the requirements to control the spread of fire and know how to summon the emergency services. **(See Incident Reporting in Section 13 and Handling of Emergencies in Section 11 in this document).**

7.7 **Fitness to operate**

Prior to running any stock, road/rail vehicle, or any contractor’s plant, each unit shall be assessed and passed as fit to operate. This shall include a visual examination and check on the current maintenance status, as well as current documentation related to that vehicle. Such assessment shall be undertaken by the appointed driver and confirmed by that person to the Responsible Officer BEFORE the unit or vehicle is operated.

7.8 **Flooding occurrences**

Because the railway route is situated in a steep sided valley, and also runs alongside a river, there is a risk of flooding due to excessive run-off from the hills, raised river levels and blocked culverts.

Culverts shall be cleared and maintained as required and checked on permanent checks or patrols.

Bridges over water shall be checked as part of routine maintenance.

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7.9 **Fuel and solvent storage maintenance**

Fuel for locomotives and mechanical plant shall be securely stored in the correct containers and any fuel or solvent storage of whatever nature shall have the correct signage for the hazard contained within them. Care shall be taken that fuelling is only undertaken using the correct implements in a designated area where spillage precautions and fire risks can be safely maintained.

7.10 **Ladders and scaffolding - Management of Use**

Where is it necessary to utilise ladders or scaffolding to reach higher levels for maintenance purposes, staff and volunteers are only permitted to undertake such work if they have been trained in the use of the item. Carriage and loco cleaning are particular areas where casual approaches to working above the ground are most likely to occur and consequential risk of falls is greatest. Ladders

and scaffolding require to be formally examined on a regular monthly basis to ensure they are fit for purpose and are marked with the date of the last examination

7.11 **Level Crossing maintenance management (NB: No active Level Crossings at this time)**

Because of the heightened risk of incidents at level crossings, the maintenance requirements for barriers, lights and warning signs and road or rail surfaces, shall be monitored daily by drivers as well as the initial daily checks. (Risk Assessments for Level Crossings are contained in the separate list of Risk Assessments, and controls for their operation are contained in the BVRC Rule Book).

7.12 **Permanent Way checks**

Each day, upon which services are planned to operate, a permanent way check shall be undertaken BEFORE any public service is operated. This shall involve EITHER a light engine movement running down the full length of the line length in operation OR a walk through by a competent member of staff. Upon completion of this check the Responsible Officer shall be informed of the status of the route and shall record the fact in the Train Shed book. Additional PW checks shall be undertaken in circumstances of severe weather or following incidents

7.13 **Safety clothing management**

Safety clothing is a fundamental component of safe maintenance processes. As such, the issue of ‘High Visibility’ vests and hard hats is a function of the management. These items are required to be stored in dry conditions and wearers to whom they are issued are responsible for looking after them and reporting any damage they incur. This is particularly relevant to hard hats. If hats receive significant impact damage or are affected by fuel spills they should be returned immediately to the Responsible Officer and NOT USED.

7.14 **Route Management**

Although the railway route is relatively short, it shall be divided in to sections for ease of identification; for location in case of emergencies or breakdowns and for scheduling maintenance requirements and working parties. These sections shall be identified by milepost markers, bridge names, or level crossings positions.

The list of identifiers shall be posted in the Train Shed and is contained in Section 8 of this document under Maintenance Management and also in the BVRC Rule Book.

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7.15 **Se**c**urity and fire precautions**

Security is of paramount importance considering the risk of theft. The Train Shed and any adjacent storage facilities shall be securely locked and the integrity of the locks and keys shall be monitored

on a daily basis by the Responsible Officer and/or the Train Shed Manager out of normal hours. Contact details for the, Responsible Officer, and any other responsible person acting as a relief for these positions, as well as the local police and Fire Services, shall be maintained in a file kept for the purpose in the Train Shed and also copied to the posts involved. Copies of the contact list shall also be passed to Pontycymer Police Station.

7.16 **Smoking**

In accordance with current legislation, smoking is not permitted in any of the buildings operated by the BVRC, nor in any locomotives or rolling stock as they count as workplaces.

Persons wishing to smoke must only do so outdoors, in a safe place and **not on BVRC property.**

7.17 **Station Descriptions:**

Descriptions of each station and the specific requirements for management will be contained in an Appendix to this document (to be issued when stations have been built).

7.18 **Tools and plant maintenance**

The Responsible Officer and/or the person in charge of any working party or maintenance gang, shall ensure that all tools and plant are properly cleaned and returned to safe storage before the end of the working day. (See also the next section on managing maintenance)

7.19 **Work Instructions and the BVRC Rule Book**

Work Instructions shall be written by the Responsible Officer on a daily basis and posted in the Train Shed adjacent to the Signing-in Book.

All work instruction sheets shall be retained in a file kept for the purpose by the Responsible Officer(s) in the Train Shed. A copy of any incidents reported during operation of a work sheet shall be retained with the work sheets to facilitate the gathering of statements for report purposes. This is because they could form the basis of legal documents should a claim or formal report be required.

They shall be kept for a period of 18 months on file for reference and audit purposes, after which they shall be destroyed.

The BVRC Rule Book is an official document and shall be updated as required due to changes in working practices, legislation, reported incidents, and accidents.

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**8. MAINTENANCE MANAGEMENT**

8.1 Unless otherwise specified, the entire Railway’s permanent way equipment, locomotives and rolling stock is of standard and proven designs, restored and maintained to standards required by current railway regulations or statutes.

8.2 Non-standard equipment - None at present

8.3 The BVRC uses traditional track components purchased from reputable suppliers and in “good erviceable quality” either second-hand or as new manufacture.

8.4 **Diesel Locomotives**:

The maintenance of diesel locomotives shall be undertaken according to the requirements of the manufacturer’s Technical Manual, and shall be followed by a person qualified in such maintenance. Hired in, or visiting, diesel locomotives are subject to an audit of the Owner’s maintenance and certification records

8.5 **Electrical supplies**

Electrical supplies and machinery is installed in compliance with current legislation and tested by competent and qualified electricians and tested before use. Periodic inspections are undertaken and the results entered in the Electrical Register.

8.6 **Examination maintenance**

As there is currently only a single locomotive in service, maintenance checks shall be the responsibility of the qualified driver and recorded on file under the control of the Engineering Director

8.7 **Examination maintenance records**

Copies of maintenance and modifications to plant shall be filed under the control of the Engineering Director.

8.8 **Fire Extinguishing equipment Maintenance of**;

The Responsible Officer shall ensure that all Fire Extinguishing equipment is maintained in accordance with the current Fire regulations and serviced not less than annually by an external, approved, contractor. Siting of Fire Extinguishing equipment shall be prominent, accessible, and correctly signed. No other equipment shall be placed in the way of fire extinguishing equipment, nor mask the signs indicating its position.

8.9 **Fuel Tank Maintenance:**

The Diesel fuel tank(s) shall be inspected monthly, or when refilling takes place and in accordance with the rules concerning storage of inflammable or hazardous goods. Shut off valves and air vents shall be checked after each use and prior to refuelling of both the tank and mechanical plant. All spillages shall be cleaned up immediately and absorbent materials such as sawdust shall be provided adjacent to the fuel tank.

No oil soaked clothes or cotton waste shall be stored adjacent to the fuel tank(s), and closed receptacles shall be available to store such materials prior to their proper disposal.

Diesel that has bacterial contamination shall not be used in cleaned fuel receptacles. Where measures have been taken to disinfect fuel containers they shall be marked as such.

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8.10 **Hazardous materials**

COSHH records shall be maintained in a file for the purpose and assessments and relevant data shall be made available to all personnel.

8.11 **Mechanical Plant maintenance other than locomotives:**

Road and Rail plant, dumpers and other engine driven items shall only be maintained following the manufacturer’s Service Manual(s) by a person qualified in such maintenance. Any lifting plant or equipment shall be inspected periodically both for insurance and approval and as a matter of course prior to any use. Records of such inspections shall be maintained by the Responsible Person.

NOTE: The Tracked excavator is NOT a crane. However, it is fitted with a lifting eye on the bucket attachment for emergency purposes and this is limited to 1 tonne maximum.

8.12 **Paper waste:**

No paper waste shall be stored in the Train Shed except within the confines of the offices, or on station platforms. Provision of waste paper receptacles shall be made and regularly cleared. Paper waste shall only be stored in plastic sacks provided for the purpose. Such waste shall be cleared out and disposed of correctly at weekly intervals.

8.13 **Permanent Way maintenance**

Under the current development programme, only a short length of usable track is under construction. Once this is completed a formal maintenance programme will be instigated.

8.14 **Plastic waste:**

Plastic waste is most likely to be created on station platforms and approaches, and within the Train Shed by BVRC staff unpacking supplies. Such waste shall be cleared immediately by station or shed staff to avoid the risk of items blowing in to locomotives or other mechanical plant, or drains. Dustbins or similar receptacles shall be provided to store plastic waste pending disposal in the proper manner on a weekly basis.

8.15 **Rolling Stock Hired-in**

It is not intended to bring in any hired stock at present. .

8.16 **Route Identifiers**

To facilitate geographical identification of route positions, the line is divided into sections. Initially, the sections are defined as follows:-

Section 1: Pontycymer Train Shed and station plus the line down to the crossing at Braich-y-Cymer

Section 2: Braich-y-cymer crossing to Llangeinor Level Crossing inclusive.

Section 3: Llangeinor Level Crossing to Bryngarw Country Park Station inclusive.

Section 4: Bryngarw Country Park Station to Brynmenyn (end of line) – Crossing inclusive

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8.16 **Steam Locomotives**

At the present time it is not envisaged that any steam locomotives will operate on the BVRC. Should this be required, an amended set of Rules and Operating Procedures shall be developed and published within this document and the BVRC Rule Book.

8.17 **Safe Access: Maintenance of**

The Responsible Officer shall ensure that all access routes for staff, volunteers and the public are maintained in a safe manner. A visual inspection of all access routes shall be undertaken at the commencement of each working, or operational, day to ensure that no hazards exist which may cause blockage, slips and falls or are unsafe.

8.18 **Train Shed and station building maintenance:**

Maintenance of the Train Shed, station buildings, painting of the cladding, drainage systems and other fixed components of the building shall be maintained as required by circumstances by persons qualified to work at height and supervised by the Responsible Officer regarding use of tools, chemicals and equipment.

Cleaning of the Train Shed floor, and rail track beds shall be undertaken regularly to ensure that rubbish, tools and materials are cleared away to minimise risk of slips, trips and falls, or damage to plant and equipment.

At the end of each working period, the Responsible officer shall ensure that rail tracks and areas underneath, or in the way of, rolling stock are clear of all items that might present a hazard should the stock require to be moved.

Containers of oil, fuel, hydraulic fluid or other liquids shall be properly closed, secured from falling, and placed in their correct stowage upon completion of any job involving them.

Tools and plant shall be stowed in a safe manner. The central aisle in the Train Shed shall have a clear, 1 metre, walkway after any plant is driven in and parked. The South Emergency exit door shall be locked and the adjacent area kept clear.

A person shall be appointed by the Board to be in charge of the Train Shed and to be responsible for its overall management, safety provision, security and operational aspects. This person shall also be a key holder.

All relevant keys to machinery, doors and plant are retained in a steel key safe for which designated persons only have a master key. A recording CCTV system is fitted on external walls and entrances..

8.19 Maintenance of the adjacent Community Route is the responsibility of the railway Board. The requirement is only to maintain a clear walkway / cycle path which does not provide hazards to the public - who have the obligation to use the path at their own risk. This latter obligation does not exempt the railway from a duty of care or proper efforts to maintain a safe, clear, walkway and allow for access by disabled person in mobility scooters, persons with baby buggies or those persons with infirmities. Should railway operations compromise the public safety, immediate steps shall be taken by the railway to either close that section of the Community Route whilst specific operations take place (i.e. tree pruning) or manage the public access by monitors placed in the area to advise the public users.

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**9. MANAGEMENT OF AND CHANGES TO THE ASSET BASE**

9.1 The term ASSET BASE refers to all locomotive, rolling stock and mechanical plant permanently or temporarily held on site, including any items out on loan to other sites..

A list of such assets is maintained by the Company and a hard copy is filed in the Train Shed. A digital copy is also retained off site.

9.2 Changes to the Asset Base shall be registered on the list of Assets by the Board and dated when they occur.

9.3 Items considered assets which are on loan to, or hired in by, the BVRC are also to be listed as temporary assets by the Board.

9.4 Visiting locomotives and rolling stock are to be listed as temporary assets and filed, with any relevant certification which shall also be listed, by the Board. Details of Private Owner stock stored within the Train Shed shall be the responsibility of the owning group,

9.5 Infrastructure assets – such as buildings and their contents, specialised tools or equipment are also to be listed, together with the relevant insurance documentation.

9.6 Insurance and legal ownership documents and computer records shall also form part of the Asset Base and digital copies shall be securely stored in a place separate from the Train Shed to minimise the risk of damage due to fire or theft.

* 1. Membership records held on computer databases shall be held securely by the Membership Secretary in a place separate from the railway’s premises and shall not be released to other bodies without prior consent from individual members.

9.8 Records of Safety Inspections, Audits and other aspects of the SMS Review procedures (as defined in Section 16 of this document), are also considered to be part of the asset base, in terms of formal certification of the railway under ROGS 2006, and the originals shall be preserved in a place of safety designated by the Board.

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**10. MANAGEMENT OF VISITORS, OTHER VISITING GROUPS AND CONTRACTORS**

10.1 **Managing Visitors**.

In this context this means Public visitors. Public Visitors shall be monitored at all times when on the railway premises by railway members, who shall be identified by the wearing of Hi-Vis jackets, and name tags. Areas out of bounds to the public shall be marked with tape or fenced off. A maximum of 60 persons on site at any one time is the limit permitted.

10.2 **Other Visiting Groups**

In this context this means Groups or persons from other Heritage Railways; members of the HMRI; members of the RAIB; HRA, and other officially recognised railway persons who are visiting the BVRC. These groups could be likely to visit areas of the railway that are not normally open to public visitors.

These groups are likely to consist of persons who are more aware of the hazards and safety requirements of operational railways. As such they may be already subject to a degree of training in safety aspects, or qualifications which permit them to operate upon other railway systems. Consequently, the element of induction and risk assessment that may be required before they proceed to, normally, non-public access areas may be different.

Prior to permitting access to areas of the BVRC, the Responsible Person, or person responsible for the visiting group(s), shall ensure that they are properly briefed and inducted in to the current state of operations on the Garw Valley Railway, and shall ensure that they are wearing the appropriate safety gear or clothing suitable for the area or operation they are to visit. All visiting groups, or persons, shall be accompanied by a member of the BVRC staff **at all times** when accessing potentially hazardous areas or operations.

10.3 **Managing Contractors**

10.3.1 The Bridgend Valleys Railway’s operations are relatively modest, and there are only limited requirements for the employment of contractors. Often the work contracted is straightforward and routine. Simple arrangements for the management of this level of work are given *‘minor and routine contract operations’*

The Company occasionally undertakes a major project or work of a more complex nature, and in these circumstances appropriate arrangements are drawn up at the planning stages, as outlined *‘major and complex contracts’.* These are listed in a separate working document filed under Maintenance.

The company’s policy is to employ only well established and reputable contractors who are experienced in the field of work they are being contracted to undertake, and for more complex work

this policy is applied to the appointment of consultants to design, plan and oversee the appointed contractor or contractors.

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**11. HANDLING OF EMERGENCIES**

11.1 Emergencies are defined as those occurrences that require the attendance of any of the public service authorities – FIRE & RESCUE, AMBULANCE or POLICE.

11.2 Attendance of any of the emergency services purely for the purpose of operational familiarisation or training exercises DOES NOT count as an emergency.

11.3 **An emergency takes precedence over all other activities currently being undertaken.**

11.4 The Responsible Officer in charge of the railway at the time of the emergency occurrence shall take charge of all activities until the arrival of the relevant emergency service.

**The PRIMARY function is to preserve the safety of people.**

11.5 Upon being notified that an emergency has occurred, the Responsible Officer shall act as follows:-

- **Call 999 and summon the relevant service**.

Give them a contact telephone number and keep this number clear of all other calls until the emergency services arrive.

- **Notify all staff and volunteers** working on the railway that an emergency is in progress. Such Notification shall be actioned by stating

**THIS IS AN EMERGENCY MESSAGE**

- **Ensure that any trains not involved directly in the emergency**

currently in service and are directed to a safe place or the next station and to stop there until further advised by the Responsible Officer.

- **Notify the Responsible Person by the quickest possible means.**

- **Ensure the safety of the public** by arranging marshals or staff to move them either to, or to remain in, a place of safety. In case of a fire on a station or a train, marshall

everyone away to a safe Muster area on open ground well away from the area involved. ONLY THEN take any actions to operate fire extinguishing equipment.

**Do not move any vehicle or tools** involved in the emergency UNLESS and ONLY then, if lives are at greater risk by them not being moved.

An example may be if a diesel unit caught fire in a station and could thus cause a greater hazard if left in the station, or on a level crossing or adjacent to another train.

- **Direct that stop boards or detonators** be placed in the relevant places if the emergency involves a train on the line.

- **Nominate a member of staff or other capable person** to direct the emergency services to the site of the emergency and to ensure that their vehicle has a clear run to get there.

**GPS IDENTIFIERS FOR TRACK ACCESS POINTS:**

This method of geographical identification is often the quickest method of communicating a position in an emergency.

Junction of Abergarw Road and A 4064 Brynmenyn: 51 33 16 N 03 34 33 W

Oakdale Cottage Llangeinor: CF32 8PY 51.572 N 03. 573 W

(Half way along Heol Llangeinor by 30 mph sign, opposite turning for Pandy Road)

Llangeinor Level Crossing: CF32 8PL 51.577 N 03.569 W

– opposite Airborne Systems factory turning.

Braich y Cymer crossing: CF32 8BJ 51.595 N 03.5824 W

Opposite Braichy Cymer Inn on Beech Road

Pontycymer Station: CF32 8AZ 51 36 33N 03 35 04 W

Adjacent to Leisure Centre Car Park

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**12. ACCIDENT REPORTING**

* 1. An accident is an event which causes **ANY** physical injury to a person or which incurs **ANY** significant physical damage to plant or equipment.
  2. ALL ACCIDENTS MUST BE FORMALLY INVESTIGATED.

A FORMAL WRITTEN FORMAT SHALL BE FOLLOWED IN TERMS OF WRITING A REPORT.

ACCIDENTS MUST BE REPORTED TO THE RELEVANT AUTHORITIES.

* 1. The relevant authorities in this case is the Railway Safety Standards Board (RSSB). It should also be noted that a copy of any accident report may be required by the Police and other authorities should there be a loss of life or serious injury.
  2. The Accident Report shall be recorded using the attached form and shall be signed by the Duty Manager, or Supervising Officer, in charge of the operation at the time.
  3. The investigation in to the accident shall be undertaken by the Respnsible Person at the time and the Health & Safety Director who shall call upon any witnesses, or other parties involved, to provide signed and written statements. Such investigation shall be undertaken at the earliest opportunity following the event and the **ORIGINAL** copies of all written details (including Driver’s Logs, worksheets or instructions) shall be collected and retained by the Health & Safety Director in case of any legal proceedings.
  4. Accident Investigations shall be reviewed by the BVRC Board annually and recommendations made where necessary to avoid repetition or to improve safety aspects by instigating further preventative measures or training.
  5. In case of an any accident involving a train the procedure contained in the Emergency Annex document **MUST** be followed:

12.8 The Emergency Annex document is kept in the Messroom emergency cupboard and contains blank sample forms for Accident and Incident Reporting.

**13 INCIDENT REPORTING**

* 1. An Incident is any “Near Miss” event which might have given rise to an accident, or significant damage, had the situation not been corrected or prevented at the time.
  2. Incident reporting is **NOT** a means of applying blame to any person, but is a method of ensuring that management methods, training shortfalls, equipment or plant defects are properly identified and steps taken to avoid risks occurring in the future. **It is crucially important that all staff and volunteers recognise the value in identifying incidents so that steps can be taken and lessons learnt to improve operational safety**.
  3. For **ALL** incidents that occur, a formal means of reporting them will be of benefit to everyone. Blank forms are kept in the Emergency Annex document mentioned above.

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#### 14. MANAGEMENT OF STAFF CONSULTATION AND INVOLVEMENT

14.1 BVRC, shall hold regular liaison meetings to give all staff the opportunity to discuss current and on-going concerns or developments.

14.2 Opportunities for discussions, notification of Minutes, events planned and general safety information shall be displayed on the official BVRC Website [www.garwvalleyrailway.co.uk](http://www.garwvalleyrailway.co.uk).

14.4 The official Website shall contain a Members’ Forum and sections accessible by registered Members only which offer management comments, official notices, and other relevant information. It also includes copies of Board meeting Minutes, safety documentation, a copy of this SMS and the current version of the BVRC Rule Book.

14.5 Complaints or incidents resulting in a need for disciplinary action shall be handled by the Responsible Person on site and taken to the Chairperson for resolution at the earliest opportunity. The person about whom the complaint is made should be taken off the work and informed that an enquiry will take place in to their conduct. Disciplinary action may result in a warning, a ban from working in that area, or in extremis, removal of membership.

**15. COMPLAINTS PROCEDURES**

##### 15.1 Procedure for customer complaints

Complaints may be received by letter, telephone, email or in person.

The number of things that customers could complain about can be diverse but they should be dealt with in the same manner.

15.2 If the complaint is by letter or email, an acknowledgement of the complaint must be sent using the method used in complaining as soon as possible and in any case within 7 days. If the complaint is in person or by telephone the customer will be assured, as with letters and emails, that the matter will be investigated and that they will be contacted as soon as there is anything to report.

15.3 If the complaint relates to an operational matter, the Responsible Person of the day in question will undertake a suitable enquiry into the matter. If the complaint is on a commercial or staff matter, the Responsible Person should undertake such an enquiry.

15.4 Once the member of staff has been asked for their version of what happened the investigator should consider;

-Writing a letter explaining the result of the enquiry

-Writing a letter of apology should that be more suitable

-Arranging through accounts a refund of travel cost if appropriate

-Arranging for the dispatch of some complimentary tickets for use in the future

15.5 Above all, the complainant should not be left with the view that the complaint has been ignored as that would be detrimental to the Railway’s business.

15.6 A file recording complaints, and any follow-up actions arising, shall be maintained by the Responsible Person in the Train Shed. A summary of all complaints shall be prepared by the Responsible Person and presented to the BVRC Board at the AGM for review.

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**16 SAFETY MANAGEMENT SYSTEM (SMS) REVIEW PROCEDURES**

16.1 The SMS shall be reviewed in its entirety annually by the BVRC Board.

16.2 Should internal audits, accident or incident investigations result in significant changes being required to any part of the SMS, such changes shall be actioned immediately by the Director responsible for Health & Safety in the form of a temporary notice published as a Memo and placed on the Train Shed Notice Board.

16.3 Any requirements arising as a result of an inspection by ORR; or any legislative changes required, shall be actioned as a similar temporary Notice and brought to the attention of all staff and volunteers and the action audited.

16.4 Amendments shall be published in the form of replacement pages to the SMS document and shown with an amended date and version number. Such list shall be reviewed and agreed by the BVRC Board annually. The person responsible for producing and amending the SMS and Rule Book shall be the Safety Adviser.

16.5 Audits of each of the elements that follow shall be undertaken every 3 months according to the level of operations being undertaken:-

the risk assessments;

the buildings;

the work instructions documentation;

the positions of each of the critical safety personnel;

the procedures within this Safety Management System documentation;

the staff induction and Basic Training documentation

and shall be audited by a person properly trained and qualified to undertake audits

Additionally, audits shall be undertaken when a significant change to working practices takes place or upon any occurrence of an incident or accident.

16.6 An external audit shall be undertaken by an independent person not involved with the BVRC of all the processes involved in BVRC operations at intervals of 1 year. From this audit a Safety Report shall be prepared and reviewed by the BVRC Board at the November Board meeting.

This Safety Report shall include a review of all the internal Audit reports undertaken within the previous 12 months and the progress on any actions recommended that have arisen from those Audits. Copies of both of these documents may be required to be submitted to the Office of The Rail Regulator.

16.7 A file of internal audits, together with their recommendations for follow-up actions shall be maintained by the Health & Safety Adviser in the Train Shed. Copies of all Annual reports in the above paragraph shall be maintained by the Company for a period of not less than 5 years.

16.8 A summary of audit findings, safety reports and the actions arising from them shall be produced by the BVRC board every 12 months and the results published either on the official Website or in the form of a Notice to Members.

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16.9 Measuring Performance

16.9.1 Safety Performance: Measured by:-

Number of accidents and/or incidents within each year.

Number of machinery breakdowns or failures

Evaluation of progress: Noting if targets set have been met on time

Noting if projects have been completed within planned programme

Financial performance: Have grant funds been under or over spent.

Have ring-fenced sums been maintained as proposed.

Have expenditure plans been met as proposed.

Have grant funds applications been successful.

Membership performance: Have member numbers reached targets set.

Have membership losses been recorded.

Publicity performance: Has advertising resulted in increased membership numbers

Has the railway’s profile been adequately circulated

Have media contacts resulted in further press publication

(Version 8 – Feb 2014)